



PUBLIC AFFAIRS

Bicker, Castillo, Fairbanks & Spitz

Position: Account Executive

Overview

[Bicker, Castillo, Fairbanks & Spitz \(BCFS\) Public Affairs](#), one of California's leading public affairs and ballot measure campaign firms, is hiring a driven public affairs / communications practitioner to join the team as an Account Executive to support the firm's blue-chip client roster. Ideal candidates will have at least 2+ years' experience supporting public affairs, legislative and/or ballot campaigns, with a proven track record of navigating fast-paced, high-stakes client projects and the ability to communicate complex policy issues effectively. This is a full time position in our Sacramento office.

Responsibilities to include:

- Supporting high-level public affairs and legislative campaigns with strategic communications tactics
- Develop campaign collateral and advocacy materials including fact sheets, talking points, coalition emails, toolkits, social media content, press releases, op-eds, media advisories, etc.
- Assist in creating digital and social media strategies including content creation for websites, advertising and social media platforms
- Support coalition building and grassroots mobilization efforts including third-party outreach and activation, preparing presentations, managing databases, helping coordinate legislative advocacy days and other grassroots events
- Supervise and mentor Account Fellows
- Assist in daily clips and opposition monitoring

Qualifications:

- Bachelor's degree in Political Science, Government, Communications, Journalism or a related field
- General knowledge of public affairs and communications tools/tactics and relevant digital/social skills
- Experience and interest in California's political, legislative or regulatory landscape
- Self-starter with strong organizational skills who is not afraid of high-profile campaigns and projects
- Excellent written and verbal communications skills with the ability to adapt tone and messaging for different audiences
- Ability to interpret complex policy issues and communicate them clearly and persuasively
- Ability to navigate the unpredictable nature of politics and public affairs, managing competing priorities and maintaining composure under pressure
- Ability to work independently and as part of a team

Compensation: Competitive pay commensurate with experience, bonuses and benefits, including health, dental and vision insurance, 401k match and profit-sharing plan, 10-15 PTO days and all major holidays, parking downtown, paid cell phone and other benefits.

To Apply: Interested parties should submit a resume and cover note to Colleen Spitz, cspitz@bcfspa.com

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